

# South Dakota Board of Massage Therapy

Post Office Box 1062  
Sioux Falls, SD 57101-1062  
605/271-7103  
[www.massage.sd.gov](http://www.massage.sd.gov)

April 2008

## MEMORANDUM

**TO: All Licensees**

**FR:** Joyce M. Vos, Executive Secretary

**RE:** Licensure Renewal Process  
Other Important Details

## LICENSURE RENEWAL PROCESS

What is unusual about our licensure is that our 677 (currently) licensees renew every day of the week over a year's time! So we want to explain the process we will have for getting a renewal notice to each of you.

Since a license is mandatory for practicing massage therapy, the law requires you to be renewed at least 30 days prior to your expiration date.

SDCL 36-35-16. Renewal of license. Any person holding a valid license under this chapter may renew that license by paying the required renewal fee and providing proof of compliance with the continuing education requirements set by the board at least thirty days prior to the expiration of the current license. Any person who submits a license renewal late shall submit a seventy-five dollar late fee. Any person whose license has lapsed shall reapply for a license.

Therefore, our plan is to mail Annual Renewal Forms the first of every month for the licensees due in 30+ days. Some of you will get the Renewal Form 30 days prior to your Due Date, whereas the others may receive it 45 days prior to their Due Date.

<i>For Example:</i>	License Issue Date	7/15/07
	Renewal Due Date	6/15/08
	Renewal Form Mailed	5/1/08

Nonetheless, you must take the responsibility to be aware of your Renewal as well. The Renewal Form will be posted on the website for easy accessibility. AND you do not want to be late. According to the law quoted above, there's a **\$75 LATE FEE if you miss your DUE DATE** (in addition to the \$65 Renewal Fee)! And since the "grandfathering" opportunity will cease on July 1, 2008, anyone not renewed by their Expiration Date will have to reapply under the new training requirements and take a national examination.

## CONTINUING EDUCATION

Proof of eight hours of massage therapy-related **Continuing Education (CE)** is due biennially (every 2 years). Those issued one-year licenses will not need to comply yet. Those issued the two-year license will have to comply. Whenever you need to comply with the CE, your Renewal Form will indicate that requirement.